

# Ignition Source Permit Roles and Responsibilities



**IIF Proactive Event**  
Richmond Refinery  
August 15, 2011



## Requester/Maintenance

1. Requester indicates whether this is an open flame or non-open flame permit.
2. Provide detailed description of work, equipment to be used, location, and specific boundaries
3. Hazard Assessment (Head Mechanic with the crew)
4. Cover the drains with Refinery approved devices
5. Cover combustibles with approved material
6. Post operable, charged fire protection devices at work site (Requester or Mechanic)
  1. Right-sized fire extinguisher in operable condition
  2. If required, stand-by fire hose, properly charged and operable.



# Operator/H.O./Fire Marshal

1. Confirm that fire protection devices are at work site (Safety Operator/ Area Operator and/ or Fire Marshal)
2. Gas test the area and document results (Area Operator/ HO/ Fire Marshall)
3. Ensure that the permit has the correct signatures (Requester and Operations STL or HO)
4. Identify Other Restrictions and verify – (Fire Marshall, Operations Supervisor, HO)
5. Ensure Other Restrictions are met – (Requester or Mechanic)

# Teamwork

Permit Update process – RI-341. Appendix III



Prior to work beginning, ensure signatures and gas test results are completed.

Assure all boxes for each renewal are filled properly

Date

Time

Gas Tester

Test Results

Operator

Mechanic

No Hot work May Begin Until Restriction Requirements Are Met, Approval Signatures Are Obtained And Permit Is Posted At the Job Site

PERMIT EXTENSION (for the period below only - maximum of 6 consecutive days)  
This permit cannot be renewed past (Date) : \_\_\_\_\_

Authorized by (STL Oper, HD Non-Oper)	Requested by (Maint. Super.)
<b>B Smith</b>	<b>J Jones</b>

SHIFT RENEWAL (Required each shift or after 2 hours of inactivity)

Date	10/20/11					
Time	05:00					
Gas Tester	MF					
Test Result	0					
Operator	TSI					
Mechanic	JC					

MP-2011-01-01

# Teamwork



Update and Auditing process – RI-341.

In Plant Hot work check list is available for reference.  
Address any items marked with a “yes”.

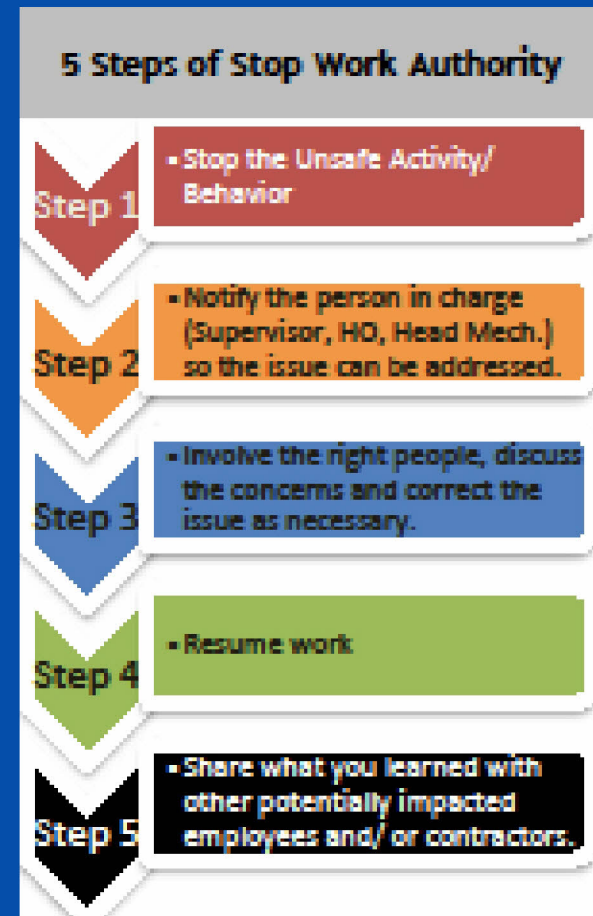
**[In Plant Hot Work Checklist - Click Here](#)**

# What if conditions change? What if the permit cannot be understood?



This is a great area to exercise your Stop/Pause Work Authority. Follow the five steps to our Stop work authority process

1. Stop the Unsafe Activity or Behavior (don't leave the area)
2. Notify the person in charge
3. Involve the right people to resolve the issue
4. Resume work
5. Share what you have learned





# Discussion Topic

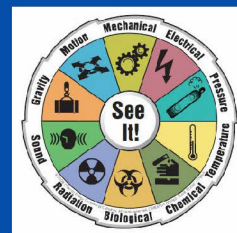


## Operations and Maintenance Groups:

1. What action should you take if the necessary signatures or steps are incomplete?
2. Do all drains within 50' of the job boundary need to be covered? Explain why.

## all Other Work Groups ... Hazard Hunt!

1. Select a focus area on the Hazard Wheel, It could be Mechanical or Pressure, for example.
2. Spend one shift, or one hour, searching for – and discovering hazards related to that area of the wheel.
3. Create an action plan to mitigate the hazards discovered on the Hazard Hunt.
4. Share with your supervisor, or submit a Near Loss.



# Resources



- [Safety Topic of the Month on RI-341](#), Permit Updates!
- [Sewer Seals – Guidance Presentation](#)
- [In Plant Hot Work Checklist](#)

